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CENTRAL INTELLIGENCE AGENCY
WASHINGTON 25, D. C.

16 March 1965

By virtue of the authority vested in me as Director of Central Intelligence, it is directed:

A. The power and authority to take the following actions are hereby delegated to the Executive for Administration and Management with the power of successive redelegation where appropriate. He shall review, and authorize or approve in his discretion:

1. The appointment or termination of civilian employees and consultants for departmental and field services.
2. The transfer of civilian employees from one official station to another and the payment or reimbursement of all expenses incident thereto, including travel and the transportation of household goods, personal effects and dependents of such employees.
3. The payment of quarters and cost of living allowances to civilian employees stationed abroad.
4. The administration of the oath of office required by 5 U.S.C. 16.
5. Temporary duty travel, including travel from and to overseas posts, by civilian employees and consultants, and the payment or reimbursement of expenses incident thereto.
6. Applications for travel advances of vouchered funds not exceeding \$1,000.00.
7. Travel performed by civilian employees on account of an emergency or without prior authority and the payment or reimbursement of expenses incurred incident to such travel.
8. Travel by civilian employees incident to change of their official station.
9. Bonds of certifying officers, agent-cashiers, and surety bonds given as security for travel advances.
10. Allowances in excess of lowest first-class rate for the transportation facility used where the lowest first-class accommodations are not available, use of a compartment, or other accommodations, required for purposes of security, or use of extra fare trains and airplanes where appropriate, and payment of expenses therefor.

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11. "Requisitions for Disbursing Funds" - Standard Form 1027 to provide available funds to cover expenditures by the Central Intelligence Agency in the continental limits of the United States and abroad.

12. Enter into and sign contracts on behalf of the Government in accordance with existing law and regulations.

B. Under the supervision of the Executive for Administration and Management, the powers and authorities delegated in Paragraph A, Sections 1, 3 and 4 above may also be exercised by the Chief or Assistant Chief, Personnel Branch, A&M, and also the powers and authorities included in Paragraph A, Section 2 through 1 May 1948.

C. Under the supervision of the Executive for Administration and Management, the powers and authorities delegated in Paragraph A, Sections 2, 5, 6, 8, 9, 10 and 11 above, may also be exercised by the Chief or Assistant Chief, Budget and Finance Branch, A&M, and the Chief or Assistant Chief, Fiscal Division, Budget and Finance Branch, A&M.

D. Under the supervision of the Executive for Administration and Management, the powers and authorities delegated in Paragraph A, Section 12 above, may also be exercised by the Chief or Assistant Chief, Services Branch, A&M.

E. The Executive for Administration and Management is hereby authorized as my designee to consider, ascertain, adjust, determine, and settle claims for money only, as provided for in the Federal Tort Claims Act of 1946 (60 Stat. 843, 28 U.S.C. 921).

F. Outside the continental limits of the United States, the Chief of each Mission or independent station may authorize and approve temporary duty travel abroad within the theater of civilian employees whose official stations are located within their particular theater. The Chief of a Mission or independent station is hereby authorized to designate an officer or employee at the particular Mission or independent station to act and sign for him in the issuance of travel orders, the certification of true copies of various documents required in connection therewith, and certification of travel vouchers.

G. The delegations of authorities dated 6 September 1946, 1 March 1947, 24 July 1947, and 15 March 1948, are hereby rescinded.

H. The effective date of this order is 16 March 1948.

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R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

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